

ADMINISTRATIVE - INTERNAL USE ONLY

NPIC HANDBOOK 10-2 REVISED



EMERGENCY EVACUATION PROCEDURES

FEBRUARY 1976

ADMINISTRATIVE - INTERNAL USE ONLY

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**PREFACE**

RESCISSION: NPIC Handbook 10-2, dated 16 July 1973

**A. PURPOSE**

The purpose of this Handbook is to present updated  Emergency Evacuation Procedures.

STAT

**B. SCOPE**

The provisions of this Handbook apply to all  employees.

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STAT  **EMERGENCY EVACUATION PROCEDURES**

STAT 1. The following procedures are designed to facilitate the safe and rapid evacuation of  personnel in event of fire or other emergencies. The signal for evacuation is the ringing of the Building fire alarm bells.

STAT 2.  is divided into three vertical sections - North, Center and South - each section having a stairway and an elevator shaft. The North, Center and South stairways and elevator shafts run from the 1st through the 6th floor of the Building with access points at all floors. Additionally, at the Southwest corner of the Building, a tower stairway and elevator shaft run from the 1st to the 6th floor with access points at the 1st and 6th floors only. There are fire doors in the main corridors on each floor of the Building. *Only* stairways and corridors will be used in an emergency evacuation, as a power failure would disable the elevators.

3. Upon hearing the fire alarm, personnel within a vault will *immediately* evacuate the area without delaying to secure classified material. Vault Wardens and their assistants will secure the vault doors after all personnel have evacuated. Those employees within a non-vault area will secure all classified material in their immediate work area and any adjoining unoccupied area before evacuating.

4. Evacuation from the Building shall proceed as follows unless directed otherwise by Security Officers or Stairway Wardens:

a. Personnel exiting offices into the North corridors - 2nd through the 6th floor - will descend the North stairway to the 1st floor and exit by the emergency door at the North end of the Building.

b. Personnel exiting offices into the Center corridors - 2nd through the 5th floor - will descend the Center stairway to the 1st floor and proceed through the emergency doors to the lobby and exit through the main doors.

c. Personnel exiting offices into the South corridors - 2nd through the 5th floor - will descend the South stairway to the 1st floor and exit by the emergency door at the Southeast corner of the Building adjacent to the Annex.

d. Personnel exiting offices into the 6th floor Center and South corridors will descend the Southwest tower stairway to the 1st floor and exit by the door at the base of the stairway.

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e. Personnel not in their offices at the time an alarm is sounded will depart from the Building via the route designated for the area in which they are located.

f. Personnel in the GSI Cafeteria at the time an alarm is sounded will exit at the South end of the Cafeteria through the main lobby and main doors of the Building.

g. Visitors in the Building at the time an alarm is sounded will be escorted by the NPIC personnel responsible for them.

h. The first person to arrive at either a 1st floor emergency exit or the exit at the base of the Southwest tower stairway will open the exit door and stand by to prevent unauthorized entrance until relieved by either an Exit Warden, a Federal Protective Officer or a Security Officer.

5. Building badges will not be presented upon evacuating the Building.

6. Upon evacuating the Building, personnel will proceed to the following areas:

a. North stairway personnel will proceed to the fence at the First and M Streets corner of the Main Lot.

b. Center stairway personnel will proceed to the fence at the First Street side of the Main Lot.

c. South stairway and Southwest tower stairway personnel will proceed to the fence at the First and N Streets corner of the Main Lot.

7. All personnel are cautioned to stand clear of the fire lanes in the front of the Building so that firemen may have free access to the Building in order to operate their equipment. All personnel will remain in their respective rally areas until the "all clear" is sounded or until ordered back into the Building by those directing the evacuation.

8. Personnel will reenter the Building through the doors by which they evacuated. Personnel who evacuated by the Southwest tower stairway exit will reenter by the main entrance. Badges will be displayed. Personnel without badges will process through the Building receptionist.

9. Group, Staff and Division Chiefs shall appoint the following wardens: **Vault Wardens, Alternate Vault Wardens and Area Wardens** for their respective vaults. Additionally, **Non-Vault Area Wardens** shall be appointed for non-vault areas. A

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list of all wardens shall be furnished the Chief, Security Branch. The lists will be reviewed and updated every six months.

### Duties

a. **Vault Warden** - Upon hearing the evacuation alarm, the Vault Warden will assume his post at the entrance to his vault. He will direct the personnel exiting that door to the appropriate stairway for that corridor section. He will be advised by the Area Wardens when the vault has been completely evacuated. He will then secure the vault and advise the Stairway Warden that his vault has been evacuated. He will then exit the Building. If there is a fire in his vault, the Vault Warden will leave the vault door open and stand by to direct fire fighters and to receive additional instructions. The Alternate will act in his place if the Vault Warden is not available.

b. **Area Warden** - Upon hearing the evacuation alarm, the Area Warden will ensure that personnel in his area evacuate immediately. He will direct exiting personnel to the proper stairway. When his area is vacated, he will secure the vault or "blind vault" doors. He will report to the Vault Warden that his area has been vacated. He will then exit the Building. If there is a fire in his area, the Area Warden will leave the vault or "blind vault" doors open and stand by to direct fire fighters and to receive additional instructions.

c. **Non-Vault Area Wardens** - Upon hearing the evacuation alarm, the Non-Vault Area Warden will ensure that personnel in his area of responsibility secure all classified material and evacuate immediately. He will direct exiting personnel to the proper stairway. When his area is vacated and all classified material secured, the Non-Vault Area Warden will exit the Building. If there is a fire in his area, the Non-Vault Area Warden will stand by to direct fire fighters and to receive additional instructions.

10. Group, Staff and Division Chiefs shall appoint two **Stairway Wardens** and two **Alternate Stairway Wardens** for stairway access points as required. A list of those wardens shall be provided the Chief, Security Branch. The lists will be reviewed and updated every six months.

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**Duties**

**Stairway Wardens** - Upon hearing the evacuation alarm, Stairway Wardens and their Alternates will proceed to their assigned stairway. Alternate Wardens are to remain at the stairway until dismissed by the Stairway Warden. The Stairway Warden shall stand in the stairwell and supervise the orderly egress of personnel from his floor. The other Stairway Warden will act as a Corridor Warden to ensure that personnel evacuating from the vaults and non-vault areas are directed to the appropriate stairway. As a Corridor Warden, he will also be a communication link between the stairway access points on his respective floor and receive instructions concerning any alternate route of evacuation.

11. The following offices will be responsible for providing Stairway Wardens and Alternate Stairway Wardens for the floors and stairways indicated:

- a. Support Staff for the North stairway, 6th floor.
- b. PSG for the Southwest tower stairway, 6th floor.
- c. DIR-5 for the North and Center stairways, 5th floor.
- d. Logistics and TSG for the South stairway, 5th floor.
- e. PSG for the North stairway, 4th floor.
- f. IEG for the Center and South stairways, 4th floor.
- g. IAS for the North Stairway, 3rd floor.
- h. IEG for the Center and South stairways, 3rd floor.
- i. TSG for the North stairway, 2nd floor.
- j. PSG for the Center and South stairways, 2nd floor.

12. Group, Staff and Division Chiefs shall appoint an **Exit Warden** and an **Alternate Exit Warden** for each of the three 1st floor emergency exits. Additionally, an Exit Warden and an Alternate Exit Warden shall be appointed for the Southwest tower stairway 1st floor exit. A list of those wardens shall be furnished the Chief, Security Branch. The list will be reviewed and updated every six months.

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### Duties

**Exit Wardens** - Exit Wardens will proceed immediately to their assigned exits upon hearing the emergency evacuation alarm. In the event someone has already opened the exit, the Exit Warden will relieve that person. Exit Wardens will ensure the rapid and safe exit of all personnel. The Warden will deny entry to anyone other than fire fighting personnel and will remain at his post until relieved by either a Federal Protective Officer or a Security Officer.

When the "all clear" is sounded, the Exit Warden will admit those personnel who have NPIC badges. Other personnel will be directed to the Building receptionist. Visitor personnel may be admitted if they are badged and properly escorted.

If the Exit Warden is not available to perform his assigned duties, the Alternate Exit Warden will act in his place.

13. The following offices will be responsible for providing Exit Wardens and Alternate Exit Wardens for the exits indicated:

- a. TSG for the North emergency exit.
- b. Logistics for the Center and Southeast emergency exits.
- c. PSG for the Southwest tower stairway 1st floor exit.

14. Floor plans of the Building showing routes of evacuation, exits and fire doors are attached. All personnel are encouraged to fully acquaint themselves with the route they will follow in event of an emergency evacuation.

15. In summary, it is imperative that all personnel know the safest and most rapid way to exit the Building. Employees should not wait until a fire drill or an actual emergency to determine what should be done. They should become thoroughly familiar with the routes of evacuation, exits and proper procedures to be followed in event of an emergency. Every employee should be familiar with the essentials of this Handbook; it should be kept available for ready reference and periodic review.

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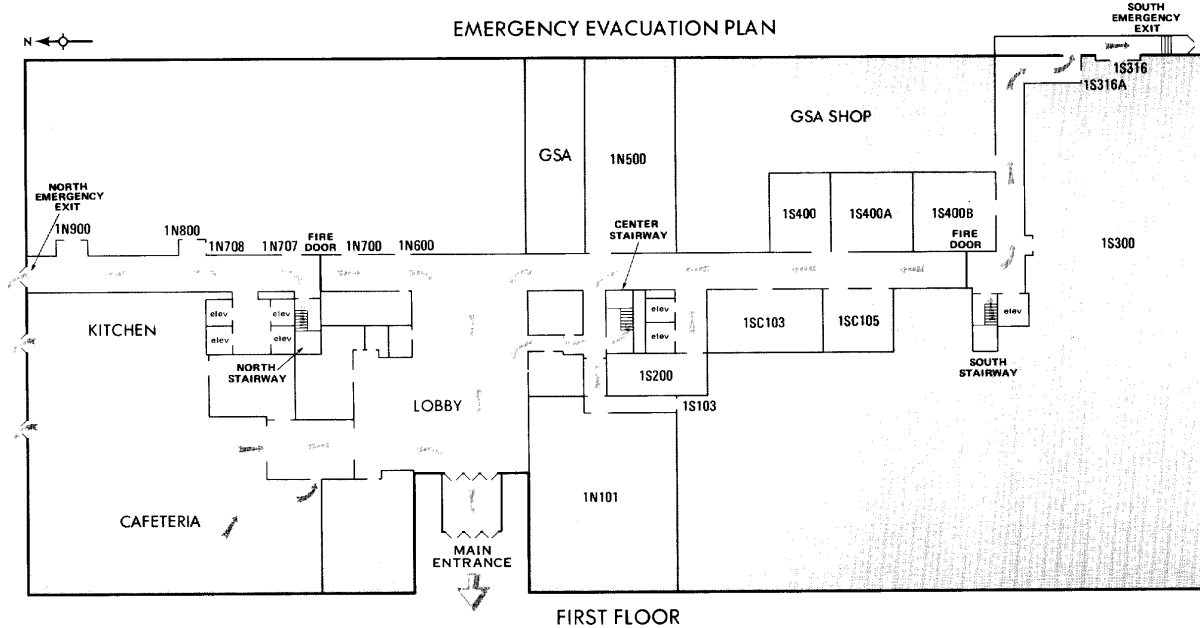


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**ATTACHMENT 1**  
**EMERGENCY EVACUATION FLOOR PLANS**

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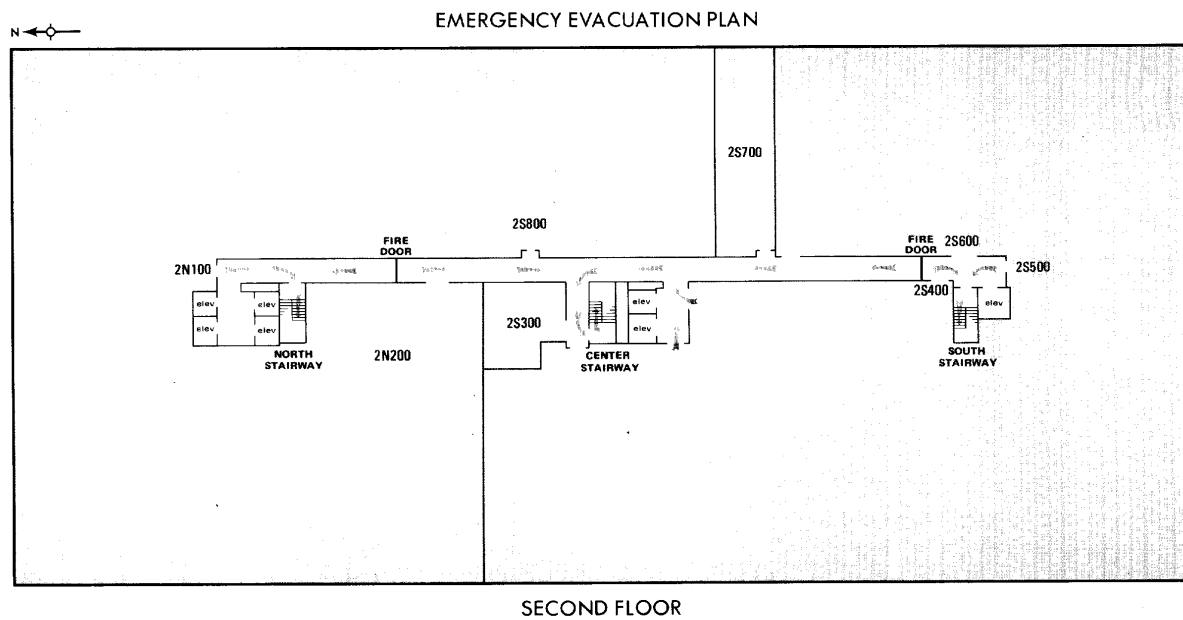
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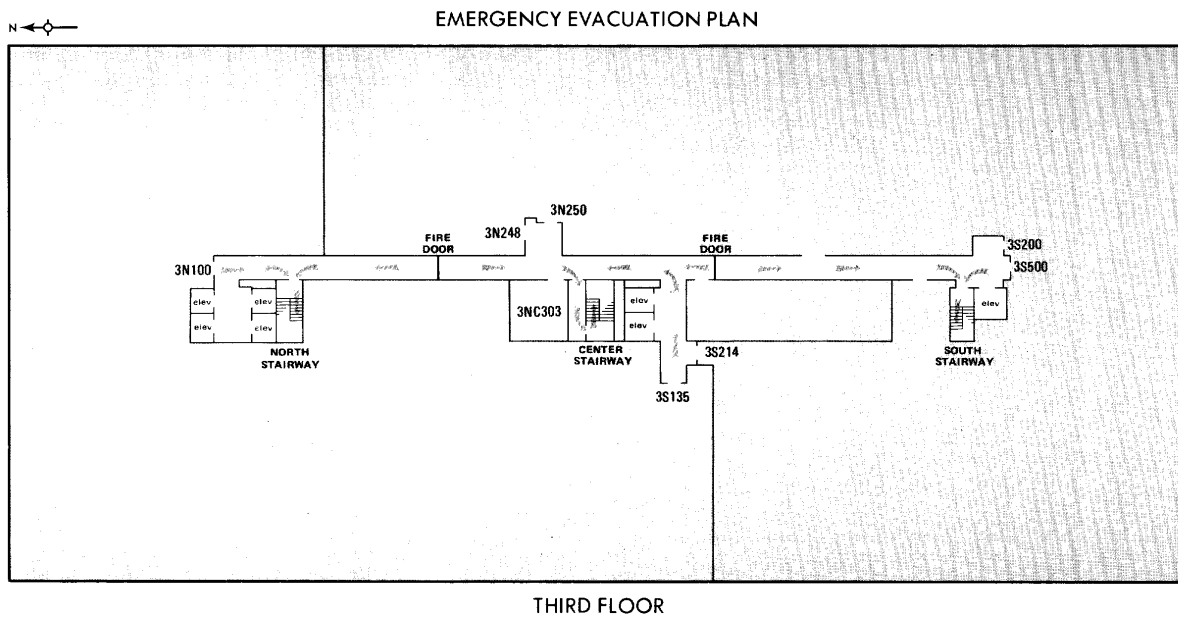
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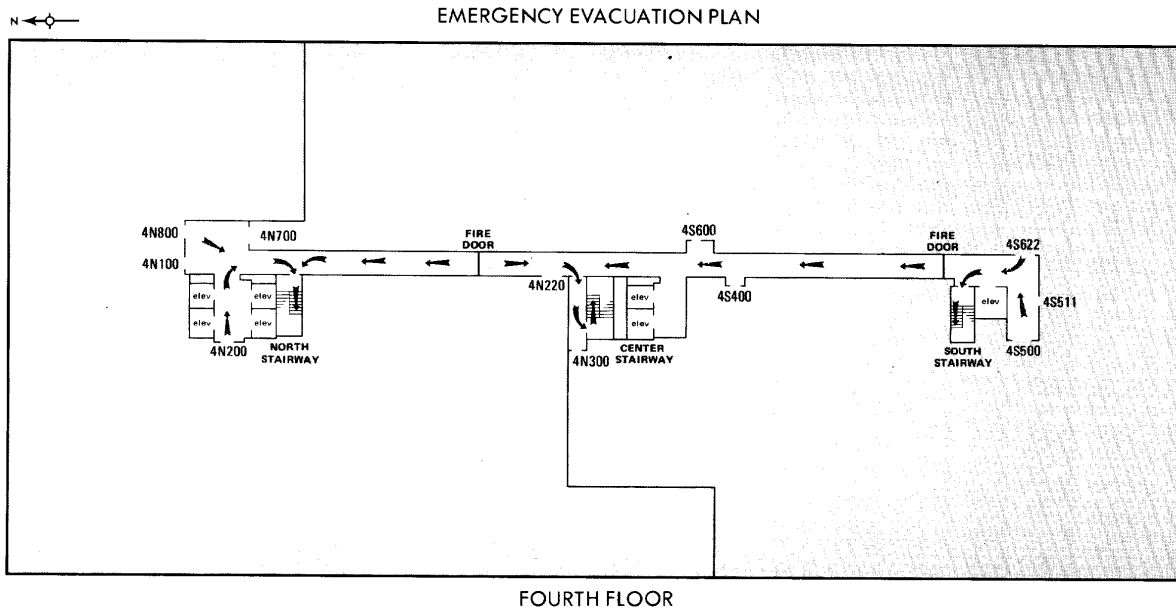
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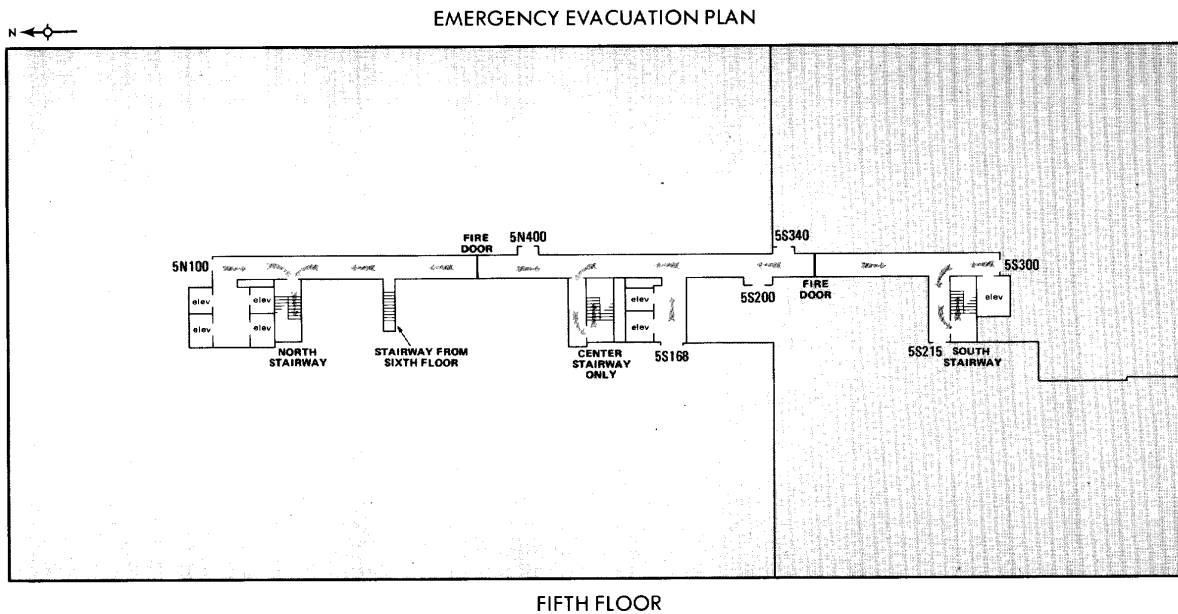
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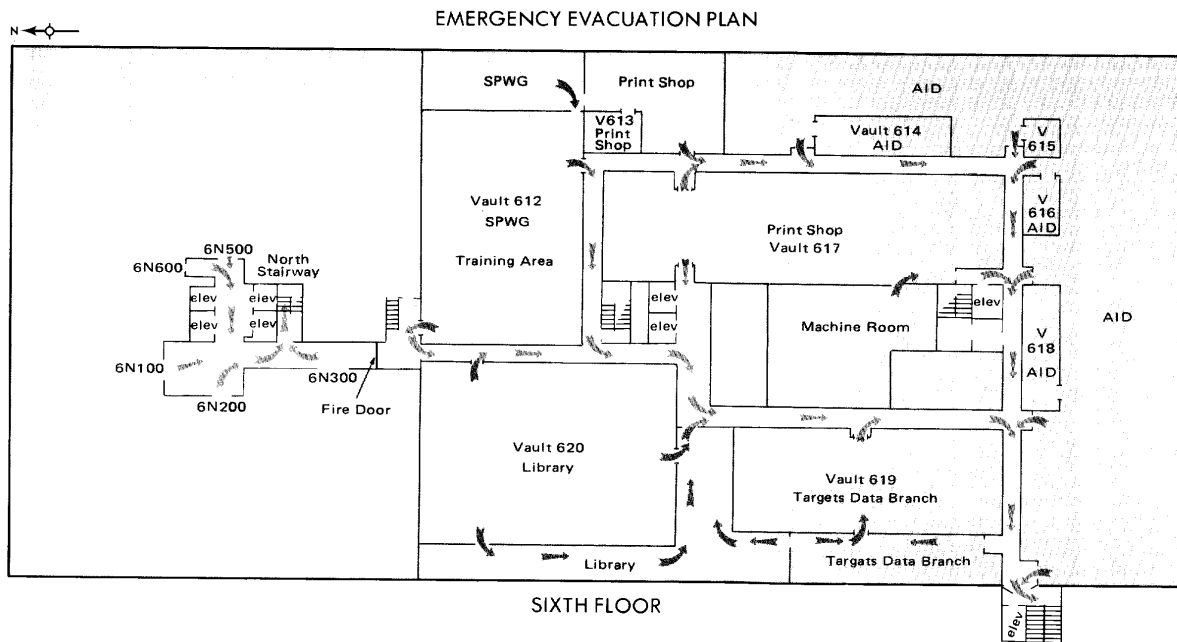
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**ATTACHMENT 2**  
**WHAT TO DO WHEN A FIRE IS DISCOVERED**

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**WHAT TO DO WHEN A FIRE IS DISCOVERED**

STAT 1. The individual discovering a fire will pull the nearest fire alarm pull box.  
Call  and give the exact location and type of fire, i.e., wood, paper, chemicals, electrical motor or wiring, etc.

2. After the alarm has been turned in and reported over the phone, individuals near the fire should attempt to extinguish it if feasible. This should *only be done* if there is *no* danger to personnel.

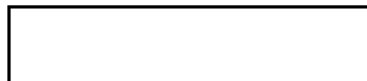
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**ATTACHMENT 3**  
**WHAT TO DO WHEN THE FIRE BELL RINGS**

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**WHAT TO DO  
WHEN THE FIRE BELL RINGS**

**Part I**

**IF YOU ARE IN A VAULT AREA, DO THE FOLLOWING:**

1. Stop what you are doing and prepare to evacuate.
2. Extinguish all cigarettes, cigars, and pipes.
3. Do not use telephone following sounding of the alarm.
4. Collect or wear outer clothing.
5. Wear Building badge in plain sight.
6. Escort your visitors.
7. Walk to assigned stairway and descend. Keep to the right and allow people entering the stairway from other floors to merge into the traffic flow.
8. Leave the Building and walk directly to rally area with visitors to Main Lot. Do not wander from the rally area.
9. Await "ALL CLEAR" signal.

**Part II**

**IF YOU ARE IN A NON-VAULT AREA, DO ALL OF THE ABOVE PLUS  
THE FOLLOWING:**

1. Secure own work area by putting away all classified material in safe and *lock the safe.*
2. Take quick check of desk and table tops.
3. Secure any adjoining work area if regular occupant is not there.

**Part III**

**WHEN THE "ALL CLEAR" SIGNAL IS GIVEN:**

1. Reenter the Building.
2. Show Building badge to Exit Warden, Federal Protective Officer or Security Officer.
3. Return to your office via elevators and stairways.